



# **Organizational Inspection Program**

**(OIP)  
(CG-CMDT Version)  
Safety Program Checklist**





## **PURPOSE**

- o **OIP Checklist Familiarization**
- o **Prepare Unit Safety Officials for OIP**

## **Inspection**

- o **Entertain Questions Before Inspection**

## **Day**

- o **KEEP YOU OUT OF THE HOT SEAT**





# Governing Regulations

- o AR 1-201/FLW REG 1-201 - Army Inspection Policy**
- o AR 385-10 - Army Safety Program**
- o AR 385-40 - Accident Reporting and Records**
- o AR 385-55 - Prevention of Vehicle Accidents**
- o DA PAM 385-1 - Small Unit Safety Officer/NCO Guide**
- o FM 100-14 - Risk management**
- o FLW Reg. 385-3 - Hazardous Communications Standard**
- o FLW Reg. 385-4 - Soldier Movement on Foot**
- o FLW Reg. 385-5 - Risk Management Program**





# Areas of Inspection

- o **Program Administration**
- o **Risk Management**
- o **Vehicle Operations**
- o **Personnel Protective Equipment and Occupational Health**
- o **Ergonomics**
- o **Hazardous Communications**
- o **Bloodborne Pathogens**
- o **Lockout/Tagout**





# Program Administration

(Applies to all units)

**1. CRITICAL: Is the unit safety officer/NCO appointed on orders?**

**AR 385-10, Para 2-1 f (1)**

**f. Appoint additional duty safety personnel to perform required safety and accident prevention functions in troop/industrial/administrative units not staffed with full-time safety personnel. In troop units, this includes company level or equivalent organizational component. These unit safety personnel will-**

**(1) Be appointed in writing on orders.**

**Verification: Compare individual's rank on appointment orders to requirement.**





**2. Is the unit safety officer of the proper rank?**

**AR 385-10, Para 2-1 f (2) and (3)**

**f. Appoint additional duty safety personnel to perform required safety and accident prevention functions in troop/industrial/administrative units not staffed with full-time safety personnel. In troop units, this includes company level or equivalent organizational component. These unit safety personnel will-**

**(2) Be a commissioned officer at battalion and higher unit levels.**

**(3) Be in the rank of staff sergeant or higher at company level.**

**Verification: Compare individual's on appointment orders to requirements.**





**3. Does the unit safety officer have more than one year retainability in the unit?**

**AR 385-10, Para 2-1 f (5).**

**f. Appoint additional duty safety personnel to perform required safety and accident prevention functions in troop/industrial/administrative units not staffed with full-time safety personnel. In troop units, this includes company level or equivalent organizational component. These unit safety personnel will -**

**(5) Have 1 year or more retainability in the unit upon duty appointment.**

**Verification: Check with S-1 for dates soldiers are scheduled to leave.**





**4. Is a copy of the next lower command's safety officer or NCO orders on file?**

**FLW Reg 385-6, Para 1-5 k (1).**

**k. Safety Officers/NCOs (military and civilian).**

**(1) Appoint all Safety Officers/NCOs in writing down to and including detachment level (division level for directorates) to assist the commander.**

**Verification: Appointment Orders.**







**5. CRITICAL:** Has the unit safety officer/NCO attended a Safety Officer/NCO course?

**FLW 385-6, Para 4-2: Safety Officer/Noncommissioned Officer (NCO). All Unit**

**Safety Officers/NCOs will attend the Safety Officer Course - 16 hours within 60 days of their appointment. This course will familiarize them with the Army Safety Program and the local safety policies so that they can conduct effective safety inspections.**

**Verification: Certificate of completion of course.**





**6. CRITICAL:** Does the unit safety officer/NCO report directly to the commander on safety matters?

**FLW 385-10, Para 2-1 f (7).**

**f. Appoint additional duty safety personnel to perform required safety and accident prevention functions in troop/industrial/administrative units not staffed with full-time safety personnel. In troop units, this includes company level or equivalent organizational component. These unit safety personnel will-**

**(7) Report directly to the commander on safety-related matters.**

**Verification: Interview with commander and safety officer/**





**7. Do performance standards for military and civilian managers and supervisors include accident prevention and occupational health responsibilities as a rating element?**

**FLW 385-6, Para 1-5 f: The following principles will be effectively integrated into all Army plans, programs, decision processes, operations, and activities:**

***f.* Performance standards for military and civilian managers and supervisors will include accident prevention and OH responsibilities as a rating element. The success or shortcomings of managers or supervisory personnel in performing safety and OH responsibilities will be considered in Army civilian employee performance appraisals, officer evaluation reports (OERs), and enlisted evaluation reports (EERs).**

**Verification: Randomly check Support Forms, (civilians) NCOER's/OER's, (military), at S1 office.**





**8. CRITICAL:** Does the unit have a standing operating procedure (SOP) for all operations that may cause death, serious injury, occupational illness, or property damage?

**AR 385-10, Para 2-2 b: Ensure that the risk management process is incorporated in regulations, directives, SOPs, special orders, training plans, and operational plans to minimize accident risk and that SOPs are developed for all operations entailing risk of death, serious injury, occupational illness or property loss. The risk assessment matrix can be tailored by the commander for the type of hazard identified. For example, the matrix in this regulation should be used for hazards involving unsafe or unhealthful working conditions and other hazards associated with base operations. The risk assessment matrix in FMs 100-14 and 101-5 should be used for military training and operational hazards. Effective integration of risk management into the military decision-making process for military training and operations may be found in FMs 100-14 and 101-5.**

**Verification: Examine brigade safety SOP.**





**9. Are safety organization files on hand?**

**DA Pam 385-1, Para 1-7 a (15).**

### **1-7. ADSO/NCO functions**

**a. The functions of the ADSO/NCO include, but are not limited to, the following:**

**(15) Consult the local safety office for help identifying required safety records and files and setting up a system for their maintenance.**

**Verification: Certificate of completion of course.**





**10. Does the safety officer or NCO have the following publications on hand or can they obtain them within 20 minutes?**

**DA Pam 385-1, Para 1-7 a (11).**

### **1-7. ADSO/NCO functions**

**a. The functions of the ADSO/NCO include, but are not limited to, the following:**

**(11) Acquire and maintain required references to perform assigned duties; AR**

**385-10 and AR/DA PAM 385-40 are essential in daily operations.**

#### **Appendix A**

**contains a list of other safety references that may assist in the performance of assigned duties. These references can be found on the Internet at one of the sites listed in appendix A. The installation safety office can also assist with locating reference material.**





**11. CRITICAL: Is the unit completing required OIP inspections of lower levels?**

**FLW Pam 1-201.**

**Verification: Review completed OIP Checklists from inspections.**





## 12. Does the unit have a functioning safety council?

**DA Pam 385-1, Para 2-2 I (3).**

**i. Other topics you may want to discuss with the commander and unit leaders include:**

**(3) *Unit safety councils.* A unit safety council provides a forum for a risk management review of unit operations. An effective council has members that represent a cross section of the unit with all sections of the unit represented. Use this forum to invite outside agencies such as Installation Safety, Preventive Medicine, Alcohol and Drug Abuse Prevention and Control, Chaplain Services, Environmental Compliance Specialists, and so forth, to provide assessment of your unit programs or to give insight into available services. AR 385-95 contains safety council requirements for aviation units and provides useful guidelines for the ADSO/NCO to develop an effective ground unit safety council.**







### 13. Does the unit have a pre-accident plan?

**DA Pam 385-1, Para 2-2f: Develop a unit pre-accident plan. Your unit should have a detailed pre-accident plan listing actions to be taken if an accident occurs. A good plan will include emergency action to be taken in case of an accident, as well as actions to assist an investigation board to complete its task. A guide to preparing a pre-accident plan is at appendix B.**

### Verification: Written Plan





## 14. Does the unit participate in the Army Awards Safety Program?

**FLW Reg 385-6, Chap 14, Para 14-2 a (2),**

**a. Commanders of units or directors of organizations falling under the responsibility of MSO will -**

**Para 14-2 a (2) Recommend eligible personnel and units/ organizations under their command or control for safety awards. Both civilian and military personnel are eligible for awards.**

**DA Pam 385-1, Para 2-2 i (2)**

**i. Other topics you may want to discuss with the commander and unit leaders include:**

**(2) Awards. Safety awards that recognize individual and unit safety performance are a great tool for generating enthusiasm for the unit**

**safety program. Develop an awards program based on AR 672-74, request funds to support it, and recommend safety awards that**

**recognize individuals or units for specific acts that support**





**15. Does the unit have a tornado safety plan?**

**FLW Pam 385-1, Para 6 (a):**

## **6. Tornado Safety Rules.**

**a. Commanders, directors, supervisors, and individuals should prepare for protection before they, or those for whom they are responsible, are exposed to the dangers of a tornado. Knowing what to do when a tornado is observed, or a warning is received, may mean the difference between life and death.**

**Verification: Written plan or section in safety SOP.**





**16. Are all recordable accidents reported correctly and on time?**

**FLW Reg 385-6, Para 2-1 and 2-2.**

## **ACCIDENT REPORTS AND RECORDS**

### **2-1. Accident Reporting.**

**a. Report all class A and B accidents (as defined in AR 385-40, chapter 2) telephonically through supervisor channels to MSO. Use FLW Form 291-R (Telephonic Accident Report) located in the back of this regulation and send the report as soon as possible. During non-duty hours, send the report to the FLW Staff Duty Officer (SDO) who will contact the Safety Director. Report all off-duty class A and B accidents on DA Form 285-AB-R**

**(U.S. Army Abbreviated Ground Accident Report (AGAR)).**

**b. Submit a DA Form 285-AB-R on all accidents resulting in one lost workday, not including the day of the accident, or greater**





**c. Report all accidents involving the following situations, regardless of the amount of money or time lost, on DA Form 285-AB-R IAW AR 385-40:**

- (1) Aircraft mishap.**
- (2) Explosives mishap.**
- (3) AMV accident.**

**d. Training accidents which cause the service member to not lose a full work day but, they have restricted duty and are not able**

**to train must be reported using FLW Form 385-R (Record of Minor Injury) (see sample at appendix C) within five working days**

**of the accident. This includes light duty, restricted duty, etc.**

## **2-2. Processing of DA Form 285.**

**a. Submit a DA Form 285 to MSO within ten working days of an accident on each person injured or involved.**

**b. Tenant commands will forward an information copy of their DA Form 285 to MSO within ten working days of an accident.**

**c. MSO will forward DA Form 285 IAW AR 385-40.**





# RISK MANAGEMENT

(Applies to all units)

**Does the unit conduct risk management training for its personnel?**

**FLW Reg 385-5, Para 6, i ,(2)**

## **6. Responsibilities Within the Risk Management Process.**

**i. Unit Additional Duty Safety Officer/NCO and Civilian Employee Collateral Duty Safety Representative -**

**(2) Conduct training in the practice of risk management.**

**Verification: Memorandum, sign-in roster, or other documentation of briefings, signed and dated, indicating that brigade-level personnel received the briefings.**





# VEHICLE OPERATIONS

(Applies to all units)

**Does the unit have in place a POV accident prevention program, including at least the elements in the Six-Point POV Program?**

## **DA Pam 385-1, Para 7-2: Privately owned vehicle (POV) operations**

**Army combat readiness is dependent upon the availability of its personnel. Readiness is clearly degraded when Army personnel die or are injured; and more soldiers die in POV accidents than in any other activity. POV accidents have captured the attention of the Army's top leaders. The Chief of Staff, Army, has directed the commander of every unit to implement the Six Point POV Program. (See appendix D.) This program is the minimum standard in your commander's effort to reduce POV accidents and must include the following elements:**

***a. Command emphasis.* Positive leadership at all levels is imperative.**

**Leader involvement in the POV safety program must be unrelenting.**





**c. Risk management.** Risk management must be applied to all vehicle operations, whether on or off duty. Leaders should identify "at risk" soldiers and take proactive measures to modify their risky behavior. (The USASC Web site ( <http://safety.army.mil>) provides a comprehensive set of tools and controls for POV operations.)

**d. Standards.** High, unmistakable standards must be set and enforced.

**e. Alternatives.** Leaders must provide soldiers with alternatives to driving POV's. Schedule activities on post whenever possible and promote use of alternative means of transportation.

**f. Commander's assessment.** Commanders, with the soldier's chain of command, must conduct an investigation after every POV accident involving a fatality or serious injury.

**Verification:** Written unit policy; commanders policy







# PERSONAL PROTECTIVE EQUIPMENT and OCCUPATIONAL HEALTH

(Applies to all units)

**1. CRITICAL:** Have unit workplaces been assessed to determine if hazards are present, or likely to be present, which necessitate the use of personal protective equipment, with the assessments properly certified in writing, Is the unit completing required OIP inspections of lower levels?

**29CFR 1910.132(d) Hazard assessment and equipment selection.**

**An example of a Workplace Hazard Assessment can be found in FLW Reg 385-6, Appendix D and P.**

**Verification: Written workplace hazard assessment, documented on FLW Form XX (Certification of Workplace Hazard Assessment for Personal Protective Equipment (PP5)**





**2. Has the unit commander endorsed a command emphasis letter explaining the importance of hearing conservation?**

**AR 40-5, Para 5-16 b (9) (e)**

**(9) Unit commanders or supervisors of noise-hazardous areas will -**

**(e) Endorse a command emphasis letter explaining the importance of hearing conservation.**

**Verification: Letter**





# ERGONOMICS

(Applies to all units)

**1. Does the organization have an Ergonomics Program Coordinator?**

**FLW Reg 385-6, Para 15-4 d (1)**

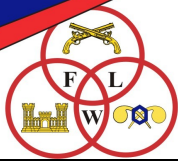
**15-4. Responsibilities.**

**d. Commanders and Directors will -**

**(1) Appoint a unit or directorate ergonomic program coordinator.**

**Verification: View Appointment Orders.**

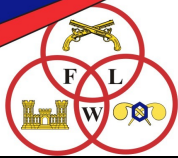




# HAZARD COMMUNICATION

**Applies only to units which have hazardous materials that workers are exposed to or could be exposed to in a foreseeable emergency.**





**1. CRITICAL:** Does the unit have a written Hazard Communication (HAZCOM) program (SOP), including all elements required by OSHA, with worksite specific procedures for each workplace where a HAZCOM program is required?

**1910.1200(e): "Written hazard communication program."**

**1910.1200(e)(1): Employers shall develop, implement, and maintain at each workplace, a written hazard communication program which at least describes how the criteria specified in paragraphs (f), (g), and (h) of this section for labels and other forms of warning, material safety data sheets, and employee information and training will be met, and which also includes the following:**

**Verification: Written SOP**





**2. Does the unit have a HAZCOM representative, appointed in writing?**

**FLW Reg 385-3 f (4): Ensure that Hazardous Communication representative is appointed in writing at the major command/directorate level.**

**Verification: Appointment Orders**



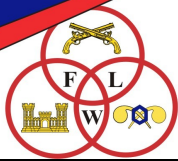


**3. Has the HAZCOM representative successfully completed required training?**

**29 CFR 1960 (a): Each agency shall provide appropriate safety and health training for employees including specialized job safety and health training appropriate to the work performed by the employee, for example: Clerical; printing; welding; crane operation; chemical analysis, and computer operations. Such training also shall inform employees of the agency occupational safety and health program, with emphasis on their rights and responsibilities.**

**Verification: Certificate of completion of class.**





# BLOODBORNE PATHOGENS

**Applies only to units with personnel who may have occupational exposure to blood or other potentially infectious materials.**







# **1. CRITICAL: Does the organization have a written Exposure Control Plan?**

**FLW Reg 385-6, Para 16-2 (a): a. Each organization having service members or civilian employees with occupational exposure must establish a written exposure control plan designed to eliminate or minimize employee exposure.**

**FLW Reg 385-6, Para 16-8 (a) (2): a. Commanders and Directors will -**

**(2) If exposure may occur, develop an exposure plan for those personnel who may be exposed.**

**Verification: Written Plan**





## 2. Is the Exposure Control Plan reviewed and updated at least annually?

**FLW Reg 385-6, Para 16-2 (d): The exposure control plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.**

**Verification: Signature of reviewer and date of review.**





# RESPIRATORY PROTECTION

(Applies only to units with respiratory hazards).

**1. CRITICAL:** Does the unit have a person appointed to coordinate the unit respiratory protection program.

**FLW Reg 385-6: Appointment requirements for unit respiratory protection coordinator is currently under revision.**

**Verification: Appointment Orders**





**2. CRITICAL:** Does the unit have a written respiratory protection SOP, including all elements required by OSHA, with worksite specific procedures for each workplace where a respiratory protection program is required.

**29 CFR 1910.134 (c): Respiratory protection program. This paragraph requires the employer to develop and implement a written respiratory protection program with required worksite-specific procedures and elements for required respirator use. The program must be administered by a suitably trained program administrator.**

**Verification: SOP**





### **3. Was the SOP for respirator use approved by the Installation Respiratory Program Director (at MSO) before publication?**

#### **AR 34-11, Para 2-9 (a) and (b):**

##### **Supervisors will-**

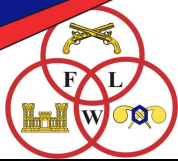
- a. Include respirator use in their SOPs for a particular work area, as needed, with guidance from the designated safety and OH manager and the IMA and ensure areas are properly posted (Para 3-2 b).**
- b. Obtain approval of the SOP from the IRPD before publication (Para 3-2 b ).**

#### **AR 34-11, Para 3-2 (b):**

##### **b. Written job site SOPs will-**

- (1) Be prepared by supervisory personnel with guidance from the designated safety and OH manager and the IMA and approved by the IRPD for each worksite using respirators.**
- (2) Describe the safe use of respirators in dangerous**





# LOCKOUT/TAGOUT

(For applicability, see 29 CFR 1910.147 (a).)

**This standard covers the servicing and maintenance of machines and equipment in which the unexpected energization or start up of the machines or equipment, or release of stored energy could cause injury to employees. This standard establishes minimum performance requirements for the control of such hazardous energy.**





**1. CRITICAL:** Where applicable, has the unit developed written, worksite-specific procedures (SOP's) for the control of potentially hazardous energy when employees are engaged in servicing and/or maintenance of machines and equipment? Are there procedures for each worksite where use of Lockout/Tagout is required?

**29 CFR 1910.147 (a) (4): Energy control procedure.**

**29 CFR 1910.147 (a) (4) (i): Procedures shall be developed, documented and utilized for the control of potentially hazardous energy when employees are engaged in the activities covered by this section.**

**Verification: SOP**





# Questions?





